

**DOCUMENT NAME: Mass Transit Fare Benefit Program**  
**DOCUMENT TYPE: 17**

1. **Description:** Reimbursement of claims, not to exceed \$100.00, for authorized Coast Guard personnel to use approved public, mass transportation through the Mass Transit Fare Benefit Program.
2. **Primary Forms:** SF-1164, Claim for Reimbursement for Expenditures on Official Business
3. **Related Forms:** None
4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 17043146ZN550M00

<u>Document Type</u>	<u>FY Issued</u>	<u>Procurement Site</u>	<u>FY Funded</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Seq</u>	<u>Suffix</u>
17	04	31	4	6	ZN	550	M00

Note: Suffix is always M00. See Chapter 5 for document numbering information.

**5. Accounting Data:**

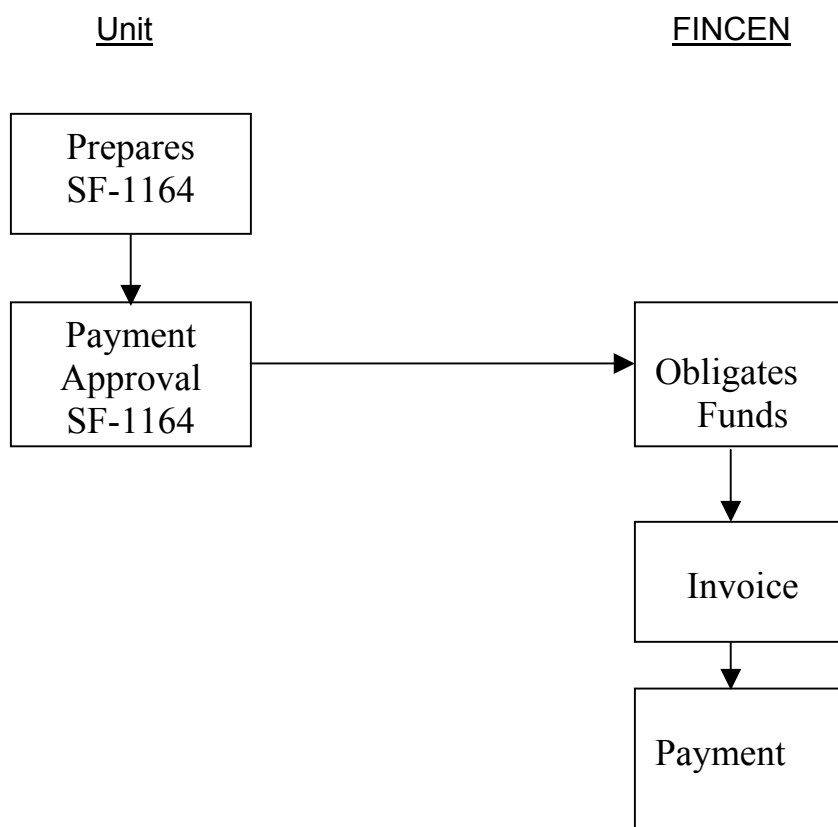
SAMPLE: 2/F/401/136/30/0/AB/12345/122Z

**6. FINCEN Critical Processing Requirements:**

- a. Claims for Mass Transit Fares must be forwarded to FINCEN for processing. The original paid receipt must be attached to the claim.
- b. All claims must be submitted with the following:
  - (1) Standard document number and accounting data.
  - (2) Name, SSN, and mailing address of claimant-block 4 a,b,c.
  - (3) Description of expenditures should contain month and year of claim in block a.
  - (4) Approving official signature required – block 8.
  - (5) Amount claimed- block 7 shall not exceed \$100.00.
  - (6) Claimant signature required-block 10.
  - (7) Original paid receipt.
- c. Submitted hard copy of documents must be legible.
- d. The proper mailing for document type 17 (mass transit) is:  
 Commanding Officer, USCG Finance Center, PO Box 4114,  
 Chesapeake, VA 23327-4114.

**7. FPD Information:**

- a. Standard generic input is made through the Simplified Acquisitions Applet under the Miscellaneous Obligations icon.
- b. Obligations will transmit electronically via FPD.

**8. Document flow:****Figure 12C-37 Mass Transit Fare Benefit Program**

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**Figure 12C-38 SF 1164, Claim for Reimbursement for Expenditures on Official Business**

9. **Sample Form:** See Figure 12C-38.

10. **PES Report Sample:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
17043146ZN550M00	051	04060FHAC	12345	122Z	0.00	100.00	0.00	0.00
17043146ZN550M00	102F	04060FHAC	12345	122Z	0.00	100.00-	0.00	100.00
17043146ZN560M00	103F	04060FH10	12345	122Z	0.00	0.00	0.00	100.00

Note: Direct expenditures, transaction code 103F, are processed when no obligation has been recorded.

11. **References:** None.